

Clark County Building Division Automated Inspection Request Line 360-397-2477

Inspection Request Using IVR

The inspection request system, called IVR, is the automated phone system that allows you to:

- ✓ Schedule, cancel and reschedule inspections
- ✓ Get inspection results and messages from inspectors
- ✓ Get the history and status of your project via fax

How to Access IVR

The phone number is 360-397-2477. The system is available from 6:00 AM to 10:00 PM, except on Sunday, when it is available from noon to 10:00 PM. If the IVR cannot complete your request, you will be notified that the system is unavailable or you will be transferred to a receptionist during business hours.

IVR Cutoff Times

To request an inspection for the same day, you must call before **7:00 AM**. Calls after that time will be scheduled for the next business day.

Rescheduling or Canceling Inspections

To reschedule or cancel a same day inspection, you must call before 7:00 AM. If you call after 7:00, you will be transferred to a receptionist

Will IVR stop you from scheduling an inspection?

The IVR will not allow you to schedule an inspection if:

- ✓ Fees are owing
- ✓ There is a "HOLD" on your project
- ✓ Your permit has expired

During business hours you will be transferred to the receptionist.

Inspections Not on the IVR

The IVR system will not schedule inspections for the Fire Marshall, engineering and development, code enforcement, the health department, public works, or water or sewer purveyors. Please call these agencies directly.

How to Check Inspection Results

Call the IVR system and ask for inspection results. Have your confirmation number handy for the fastest results. You may check for corrections and for voicemail messages from the inspectors. You may also request a faxed copy of the entire history of your project using the fax on demand feature.

How to Find Inspection Codes

Check your Building Permit Card for IVR inspection codes. This handout also provides inspection codes. You may also press the * key when asked for the three digit inspection code on the IVR.

What You Need to Schedule an Inspection You Need:

- ✓ Your Permit Number (also called Case Number)
- ✓ The three digit inspection code of the inspection you want to request
- ✓ Pen and paper to record your confirmation number

Tips and Tricks for the IVR

- ✓ If you hear a message that says your response was not detected, re-enter the information.
- ✓ The pound (#) key will bring you back one menu.
- ✓ Use your building card as a guide to scheduling inspections. The card is organized by case type and will show you inspections commonly required for your kind of project.
- When leaving a voicemail for the inspectors remember to press # to complete the message and the 1 key to send it. If you are leaving a message concerning a concrete pour, be sure to leave a pour time, ready time, and your name and phone number so the inspector can contact you if needed.
- ✓ Be sure to record your confirmation number. If you do not get this number, your inspection may not have been scheduled. The confirmation number is the fastest way to track your inspection.
- ✓ Please listen to the IVR prompts. If the correct address for your project is not read back to you, please check your data entry. If you still have a problem, contact the receptionist.
- ✓ If you do need to cancel a same day inspection, do so immediately. This will save the inspector time and save you from possible correction notices and re-inspection fees
- ✓ IVR is the fastest and most reliable way to schedule an inspection and check for results. Our receptionist is available during business hours to help you, but using the system will make our response quicker.

Instructions for Scheduling an Inspection Using IVR

Call 360-397-2477

Main Menu

- 1. Schedule an Inspection
- 2. Cancel an Inspection
- 3. Obtain Inspection Results
- 4. Request a Development Activity Report
- 0. Speak to Department Staff
- * Hear More System Information
- # Go Back One Menu

Select 1 to schedule an inspection.

Select Your Case Type				
SFR=11	PLB=12	ROW=13		
COM=14	MEC=15	MFR=16		
DMO=17	MOH=18	RES=19		
BSN=20	MSC=21			

Enter the nine digit permit (case) number

Enter the three digit inspection code, which is available on the building card, this publication, or press the * key to hear a list of inspection codes.

Select a day and a time preference for the inspection. Same day inspections need to be called in before 7:00 AM.

To leave a message for the inspector press 1. To continue without leaving a message press 2. When leaving a message be sure to press # to complete the message and 1 to send it. If the message is regarding a concrete pour be sure to leave a pour time, ready time and your name and phone number so the inspector can contact you if needed.

Ending Menu

- 1. Hear confirmation number and hang up
- 2. Schedule another inspection on this permit
- 3. Schedule the same inspection on another permit
- 4. Return to main menu

Be sure to record your confirmation number. This is the best way to track your inspection. If the IVR does not give you a confirmation number, contact the receptionist.

Inspection Codes

Setbacks and Foundation	Code #
Excavation/Forms	105
Footings Steel	110
Foundation Steel	115
Interior Footings/Slab	120
Reinforced Steel	125
Setbacks	130
Under Ground	
Groundwork Plumbing	205
Refrigeration Lines	210
Infiltration	215
Sewer	220
Water Service	230
Rough Inspections	
Bond Beam	305
Fireplace	315
Framing	320
Gas Pipe	325
Heating Mechanical	330
Insulation	335
Plumbing	340
Post Beam and Joist	345
Refrigeration Lines	350
Roof Sheathing	355
Shear Walls	360
Sheetrock/Nailing	365
Storm Sewer	370
Tie Downs	375
Tub & Shower	380

Miscellaneous	
Ceiling Grid	405
Erosion Control	410
Irrigation System	415
Miscellaneous	420
Site Drainage	425
Special Inspection	430
Final Inspections	
Building	505
Gas Piping	520
Heating/Ventilation	525
Job Complete	599
Landing/Deck/Stairs	530
Plumbing	545
Road Approach	550
Roof Drains	555
Sign	570
Skirting	575
Woodstove	580

Final Inspections

For Final Inspections on most permits be sure to request the following:

- ✓ 505 Final Building
- ✓ 525 Final Heat & Gas Piping
- ✓ 545 Final Plumbing
- ✓ 410 Erosion Control
- ✓ 599 Job Complete

When scheduling Setback (130), Footings (110), and Foundation (115), be sure to schedule an Erosion Control (410) inspection also. Please leave a message for the inspector with the ready time, pour time and your name and phone number so they can contact you if needed.

Permit Card

	/Case Type	/Permit	Number	Site Add	dress		
		Three D	igit Inspection	Code			
Perm	e MarshallDate:	Owner/	Ing Inspection App Contractor: <u>FISC DIST</u> - Address: <u>2005 NE 21</u> Health Deptars at impection or for FA	#10 CLARK COUN STH AV AMBOY 2 Irrent/Date: X complete inspec	tion Records		et This Se Up
			oning, Setbacks, and Fo				
NR C	n Number App By	y Date	Notes	Арр Ву	Date	IVR Call Number	
106	Excavation/Forms					Reinforced Steel	126
110	Factings - Steel					Setbacks	130
115	Foundation Steel					Temporary Electric	135
120	Interior Footings/Stab						
			Under Ground & Util	ites			_
205	Groundwrk Plumbing					Sewer	220
210	Groundwrk Refrd Ln					Underground Elect	226
215	Infiltration					Water Service	230
			Rough Inspection				
305	Bond Bean					Post Beam & Joist	345
310	Exhaust/Vent Ducts					Refrigeration Lines	350
315	Fireplace					Roof Sheathing	355
	Framing					Shear Walls	360
	Gas Piping					Sheetrock/Nailing	305
	Heating Mechanical					Storm Sewer	370
	Insulation					Tie Downs	976
	Plumbing					Tub & Shower	360
	(Catholine)		Miscellaneous Inspec	Sans .		LURA SSERVE	, in
405	Ceiling Oxid					Miscellaneous	420
410	Ferning Control					Site Drainage	425
415	Irrigation System					Special Inspections	430
						aptual rapturas	100
	No. Ife	la la A		h (a)	l lie		\Box
			31111		100		-
=			2111111	1	EFEE	1/	_
505	Building	<i>F</i> F31—1 <i>F</i>	SHHH: <i>N</i>	1.2	<i>-</i>	umbing	545
<u> </u>	Driveway Crainage	7 3 3 3	27 111 2	19		toad Approach	850
\vdash	Fire					Roof Drains	\vdash
_	Gas Piping					Septio Tank Filled	\vdash
828	Heating/Ventilation					Sidewalk	\perp
500	July Complete					Sign	\square
_	Landing/Deck/Stairs					Skirting	\vdash
	Landscape					Woodstove	BBD
	Farking/Striping					Zoning	

Inspections without IVR #'s are not called into the system, but are part of a final builing request Occupancy Permits are required prior to occupation of building This card shall be maintained in a conspicious place on the job Approved Plans are required on the job site at the time of each inspection. For electrical pservits call: 995-2300 ... Health 397-9429 ... Fire 397-2375 eut 4099 Hazel Delt Sewer 755-5976

Signature of Contractor or Authorized Agent This permit, the inspection record and approved plans must be posted on site. PBLDGPRINTIN-01.pt Medited Date: 6/3/2004 1 of 1 Pages

Case Type Permit Number Site Address Inspector Area TCTST-Commercial Building Permit File No.: FE.-concesso Fire District 10 COM2003-00360 Received: 10/17/2003 Target: bused: Manopuver, Wa-Expires: 4/14/2004 95665-9510 Finaled: 1409 Franklin Street Phone: 960-997-2975 Status: REC 24 HOUR INSPECTION REQUEST LINE:360-397-2477 - Pire - 360-397-2375 ext 3395 FIRE DIST #10 CLARK COUNTY 247-9314 GORDON BROOKS PO BOX 309 AMBOY WA 9900 FIRE DIST #10 CLARK COUNTY 247-6314 GORDON BROOKS PO BOX 309 AMROY WAS BEEN Team: RURAL inspector 2: Project Name: Project #: Parcel #: 9793658889 FIRE DIST #10 ADMIN OFFICE FIL-0096589 Site Address: 39905 NE 216TH AV AMBOY 99681-0000 Cross Reference: P8R2003-00058 Scope of Work: Project Description: 934 SQ FT T.I. - BUSINESS OFFICE - PREVIUSE - POST OFFICE - FLOOR PLAN IS THE SAME AS PREVIEWANT License # License Type: Expire Date: License # Expire Date: Phone License Type: *********Be Advised********

1.) This permit becomes null and void if work or construction is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be consided with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. CODE: 19 ____ Ed. U.B.C.

Void Sample Only

have read to	he above and will so	mply with requirements.	